

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 30335, 30369	DGS DIVISION / OFFICE or CLIENT AGENCY Office of State Publishing	
UNIT NAME Electronic PrePress	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 885 Riverside Parkway, West Sacramento CA 95605	
CIVIL SERVICE CLASSIFICATION Digital Composition Specialist III	POSITION NUMBER 331-201-7258-005, -004	CBID R14
POSITION ELIGIBLE FOR TELEWORK: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday -Friday; 2:30 p.m. to 10:30 p.m.	TENURE Permanent	
WORKING TITLE Digital Composition Specialist III	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of an Associate Printing Plant Superintendent, in Electronic PrePress, this position independently performs the most complex work utilizing high-end software applications and a variety of equipment in order to develop layout formats for final publication to ensure client expectations are met in accordance with the job specifications and Office of State Publishing (OSP) policies, procedures and guidelines.

SPECIAL REQUIREMENTS Medical Clearance Background Clearance Typing DMV Pull Notice Drug Testing
 Vehicle Home Storage Permit Driver's License and Class (specify below in Description) Certificate (specify below in Description)
 Professional License (specify below in Description) Other (specify below in Description)

Medical Clearance

This position requires medical evaluation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
20%	Reviews and analyzes the most complex digital electronic job files as part of the preflight process by ensuring files are accessible, compatible, formatted correctly, and are in accordance with OSP policies and procedures; completes a preflight status report; and produces sample laser proofs that are returned to the Printing Process Operation Planner, the Customer Service Representative, and to OSP management in order to confirm the job specification with the client, identifying and alleviating any potential problems that may interfere with the production schedule.
20%	Creates the most complex electronic files for all types of printed, Internet, and digital publications according to customer specifications by interpreting job tickets, making color corrections, executing complex electronic file conversions, encoding documents to create coded programs including meta-data files and Americans with Disabilities Act remediation that describe page layout and image manipulation, utilizing plating and scanning software and full color work with varnish and

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PERCENTAGE	DESCRIPTION
	special trapping techniques; referencing job specifications, preflight and job progress reports, and press requirements, in order to identify complex production problems and develop solutions to ensure the creation of usable digital files and quality color publications.
20%	Downloads and uploads the most complex files to/from a client's web or file transfer protocol site for further use. Prepares "intelligent" electronic forms and updates specifications, principles, and computer programs, while working cooperatively and interacting courteously with staff, customers, vendors and others in order to ensure resolution of problems prior to production.
15%	Prepares and verifies the most complex press contract and improofs, using OSP job specifications, state guidelines and customer requests in order to output color or black and white laser proofs of digital files and/or re-purpose digital files for remote viewing/proofing by the client, ensuring compliance with regulations and customer's desires.
15%	Acts as a customer liaison to coordinate the management of the most complex time-sensitive digital publications by providing process and procedure recommendations to management utilizing job information and material usage in order to ensure that critical deadlines are met and accuracy in billing and reporting records in accordance to OSP policy.
5%	Archives job files after billings are complete and deletes them from the online server storage, ensuring files are retrievable for future reprinting.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides assistance to other units within the OSP to ensure the completion of special production projects.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS Travel (Specify the percentage in the travel box below)

Requires working in a large, dusty industrial facility with noisy surroundings, hearing protection is provided.

Requires physical work; frequent and prolonged periods of standing, walking extended distances, climbing, bending, stooping, kneeling, squatting, lifting, pushing, or pulling required of objects up to 50 pounds.

Use fingers and hands steadily, occasionally to frequently. And/or push, pull, and grip occasionally

Requires adhering to health and safety protocols.

Ability to work long hours when necessary to make sure work is complete.

May require the ability to cover different shifts for emergency situations to meet operational needs such shift changes are limited to less than 30 days.

DESIRABLE QUALIFICATIONS

- Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and PitStop for file preparation and troubleshooting.
- Strong knowledge of offset printing processes, including trapping, imposition, color management, and plate-

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making.

- Experience with preflight analysis to ensure files meet press specifications and prevent production delays.
- Familiarity with PDF/X standards and other industry best practices for print-ready files.
- Ability to identify and resolve complex file issues before production.
- Skilled in applying color corrections and ensuring accurate CMYK conversions for high-quality output.
- Detail-oriented approach to verifying proofs and press contracts for compliance with specifications.
- Experience coordinating time-sensitive projects with multiple stakeholders (customers, planners, press operators).
- Ability to prioritize tasks and maintain production schedules under tight deadlines.
- Strong interpersonal skills to act as a liaison between clients and internal teams.
- Ability to provide clear recommendations and updates to management and customers.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED